

**COMMITTEE ON DENTAL AUXILIARIES****THE DENTAL BOARD OF CALIFORNIA**

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**Committee on Dental Auxiliaries  
Public Meeting Minutes  
Sacramento, California  
November 13, 2006**

A public meeting of The Committee on Dental Auxiliaries (COMDA) was held November 13, 2006 in the State Capitol Room 112. Due notice had been sent to all known interested parties.

**1. Call to order/Member roll call**

Chairperson Shanda Wallace called the meeting to order at 1:05 PM and welcomed new members Rochelle Bache and Judith Forsythe. A quorum was established with the following members present:

Rochelle Bache, RDAEF  
William Baker  
Teresita Churchill, RDA  
Darla Dale, RDH  
Judith Forsythe, RDA  
Linda Gipson, RDH  
Shanda Wallace, RDH

**2. Approval of Minutes**

Mr. Baker moved and Ms. Gipson seconded approval of the August 2, 2006 open session minutes. The motion carried unanimously.

Ms. Dale moved and Mr. Baker seconded approval of the August 16, 2006 open session minutes. The motion carried unanimously.

**3. Chairperson's Report**

Ms. Wallace reported on her recent activities including attending a workforce study meeting held August 30, 2006. She attended a Sacramento meeting of the Oral Health Access Council (OHAC) on September 27, 2006 and was accompanied by Executive Officer Elizabeth Ware. On November 12, she participated in the Registered Dental Hygienist clinical examination. Ms. Wallace also told about serving on the site visit team for review of a RDA program that has applied for Board approval. She concluded her remarks by expressing gratitude for her time as a member of the Committee, noting that her current appointment will expire at the end of the year and January 2007 will mark the beginning of her grace year status.

#### **4. Report of the Executive Officer**

Ms. Ware reviewed her written report, distributed a new confidential Committee member telephone list, and welcomed new staff members. She also discussed COMDA's new Continuity of Operations and Continuity of Government Plan (COOP/COG) and provided each member with a copy. She presented a financial overview indicating that fiscal year expenditures and income appear to be on target and noted that there will be increased expenses in the coming year related to the office relocation scheduled for September 1, 2007. She expressed concerns regarding long-term financial viability and indicated plans to work with the DCA budget office to monitor the fund condition and adjust projections accordingly. She announced that a legislative Budget Change Proposal (BCP) related to implementation of SB 1541 was approved and effective July 1, 2007, COMDA will be allowed to employ two additional staff members to handle the increased workload resulting from implementation of the new law.

#### **5. RDA Program**

RDA licensing and examination statistics were reviewed. Lori Hubble, Examination Coordinator, presented a combined assessment of the May and August and RDA Practical Examinations. This review revealed that income from examination fees remains sufficient to cover the cost of administration.

The Office of Examination Resources (OER) has been contacted regarding the steps needed to initiate development of the new specialty examinations required for implementation of SB 1546 and SB 1541. Ms. Hubble will provide ongoing updates on this process. Discussion ensued and Cathy Mudge, representing the California Dental Association (CDA), addressed the Committee to express their willingness to work with COMDA and the Dental Board on clean-up legislation to address identified issues and concerns related to implementation of SB 1541.

Lorie Kiley, RDA Program Coordinator, reported on the reviews of applications for RDA program and course approvals. She emphasized the need to recruit additional consultants to assist with the reviews and site visits and said an announcement seeking individuals who would like to serve as consultants will be added to the COMDA website. She encouraged interested licensees to apply.

Ms. Kiley presented results of application reviews for two schools. Recommendation for approval of the following course was moved by Ms. Gipson, seconded by Ms. Dale and carried unanimously:

##### Radiation Safety Course

- Dental Assisting Institute: approval

Recommendation for approval of the following program was moved by Ms. Churchill, seconded by Ms. Bache, and carried unanimously:

## RDA Program

- Heald College, Stockton: provisional approval

Cathy Mudge, CDA, suggested that COMDA consider incorporating CODA approval into its procedures for RDA school approval.

## **6. RDH Program**

RDH licensing and examination statistics were reviewed. Lori Hubble, Examination Coordinator, presented a combined assessment of the June and July RDH examinations, noting that data still shows that income from hygiene examination fees does not cover the cost of administration. Averaging income and expenses for these two administrations, an increase of \$58.00 per candidate would be required to cover the direct costs of examination administration. This would increase the fee to \$278.00. Because the current fee is the maximum allowed under current law, legislation would be required to implement such an increase.

At the last COMDA meeting, staff was asked to explore converting the supplemental hygiene written examinations on law and ethics to a combined computer-based examination. Staff contacted the OER and learned that the master contract for computer-based testing would expire on November 30, 2006. The Department was soliciting contract bids and once the new contract is in place, Ms. Hubble will contact OER to initiate discussions on transitioning these written examinations to computer-based administration.

## **7. Fee Structure**

Ms. Ware presented a table summarizing the current COMDA fee structure and presenting recommendations. Discussion ensued. A proposal to increase the duplicate license fee (name change or lost or stolen) from \$10 to \$20 was moved by Mr. Baker and seconded by Ms. Gipson. The motion carried unanimously.

Mr. Baker moved and Ms. Dale seconded pursuit of legislation to eliminate the current statutory fee exemption for RDA program approval. The motion carried unanimously.

Mr. Baker moved and Ms. Bache seconded pursuit of legislation to extend the application fee for course approval to all course categories that are subject to the approval process. The motion carried unanimously.

Mr. Baker moved and Ms. Gipson seconded pursuit of legislation to eliminate the current statutory fee exemption for radiation safety course approval. The motion carried unanimously.

Ms. Ware said staff would pursue these changes and would also continue to assess the overall fee structure in light of the Committee's desire to ensure that appropriate fees are charged to offset the actual cost of the services provided in exchange for those fees.

## **8. Legislation and Regulations**

### Proposed regulations to implement SB 1546 re dental assisting scopes of practice, new programs and courses and SB 1541 re the work experience pathway for RDA specialty licensure

Proposed regulations previously prepared to support implementation of SB 1546 were discussed. It was agreed that passage of SB 1541 could require alteration of some of the draft language. Continued concern was expressed about the feasibility of completing the full required regulatory package and securing its approval in time for implementation of this law when it goes into effect January 1, 2008. There was also discussion regarding the need for clean-up legislation to address some concerns about the final language passed in SB 1541.

Comments from the public were heard and several in attendance indicated they would send written comments. Ms. Wallace welcomed their input and it was agreed that staff would present a full complement of draft regulations at the February COMDA meeting. Cathy Mudge, CDA representative, expressed willingness to work with COMDA and the Board on the clean-up legislation and agreed that we should defer to the experts in the OER to determine what kind of examinations will be needed for the new specialty license categories. She also expressed the CDA's willingness to support legislation extending the implementation date, once the full package of proposed regulations has been noticed to the Office of Administrative Law, thus making it possible to better determine a realistic time frame for concluding the process of development, approval, and implementation of the regulations. Dr. Earl Johnson, representing the California Association of Orthodontists expressed concern that the proposed regulations relating to Registered Orthodontic Assistants place too much emphasis on general dentistry.

### Proposed regulations to delegate program and course approvals to COMDA's Executive Officer and Dental Board's Executive Officer

Ms. Ware reported that the rulemaking process is continuing under the direction of Dental Board staff assigned to handle regulatory proposals.

## **9. Update on Strategic Planning**

Ms. Ware explained that the Department is in the process of hiring a new employee who will facilitate the strategic planning process for its agencies. It was agreed that the strategic planning discussion would be deferred to the spring meeting so that resources could remain focused on the development of necessary regulations.

## **10. Election of Officers for 2007**

The following officers were elected for the ensuing year:

Chairperson: Shanda Wallace  
Vice Chairperson: Bill Baker  
Secretary: Rachelle Bache

It was moved by Ms. Dale and seconded by Ms. Churchill that Vice Chairperson Baker would become Chairperson in the event that a new appointee replaces Ms. Wallace, who will be in her grace year, during 2007. The motion carried unanimously.

#### **11. Future agenda items and issues of interest**

- February meeting
  1. Regulations
- Subsequent meeting
  1. Strategic planning
  2. Fund condition

#### **12. Additional public comments**

JoAnn Galliano, representing the California Dental Hygienists' Association, addressed the Committee. The Committee also heard from Leslie Carver, RDA.

#### **13. Adjournment**

The next meeting was announced for Wednesday, February 7, 2007 in Los Angeles. As there was no further business, the meeting was adjourned at 4:31 p.m.

Prepared by Elizabeth Ware  
Submitted to the Committee for approval at its February 7, 2007 meeting.

APPROVED:

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Shanda Wallace, RDH  
Chairperson, Committee on Dental Auxiliaries